The Academic Achievement Center (AAC) testing services are offered to students who cannot complete tests/quizzes during the scheduled class time. We are committed to providing a safe environment while upholding the university’s Academic Honor Code and Student Code of Conduct.

I, _______________ (student name), in accordance with LTU’s Student Code of Conduct and Academic Honor Code, hereby certify that I understand and agree to comply with both the Official Testing Policies and the policies listed below:

(Initial each item in the blank provided)

- I will respect all AAC staff and student staff. ____________

- I understand that AAC testing rooms are equipped with cameras and that my testing session will be recorded in full, and that AAC staff will be observing me while I complete my quiz/exam. ____________

- I understand that AAC staff, in their role as proctors, may enter the testing room at any time during the testing session to investigate unusual or suspicious activity. ____________

- I understand that I am only allowed to bring into the testing area materials that my instructor explicitly authorized on his/her Testing Request Form and these materials will be submitted to the professor when applicable (see Official Testing Policies document for more detail). ____________

- I understand that electronic devices including but not limited to cell phones, iPod, tablets, etc. are not permitted in the testing room and must be left with the AAC staff or in the staff room. ____________

- I understand that certain types of clothing and accessories are prohibited in the testing room, including but not limited to: hats, coats, vests, hoodies, smart devices, and ear buds. ____________

- I understand that I will be asked to empty my pockets and show that I do not have any unauthorized devices. All unauthorized items will be left with my other belongings in the Staff Room. ____________

- I understand that bringing materials (hard copy or electronic) into the testing area that were not authorized by my instructor will be considered a potential violation of the Academic Honor Code and my instructor will be informed of these unauthorized materials. ____________

- I understand that possession of any documents or other materials related to the course stored on my calculator or laptop (if allowed by the instructor) will be considered a potential violation of the Academic Honor Code and my instructor will be informed of my possession of these materials. ____________

- I understand that I may not ask the assigned scribe, note taker, or AAC staff member for help in answering any of the questions found on the test/quiz. ____________

- I understand that if for any reason I am unable to commit to the aforementioned testing requirements during my scheduled testing time, the testing session must be rescheduled to a time when I am able to comply with all of the above or alternative testing arrangements must be made. ____________

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• I understand my testing time will continue if going to the bathroom, contacting the professor with a question, etc. unless specified otherwise by Disability Services. 

• I understand that I am not allowed to leave the testing room prior to the end of my exam unless I am escorted by an AAC Staff Member.

Failure to comply with any of the statements listed above will be treated as a potential violation of the Academic Honor Code and/or the Student Code of Conduct and will be reported in the manner prescribed in the applicable Code.

___________________________________________  ______________________
Student Signature                             Date